



ARKANSAS DEPARTMENT OF EDUCATION

Johnny Key
Commissioner

REQUEST FOR SUBSTITUTE TEACHER REIMBURSEMENT FORM 2015-2016 State Funded NBPTS Candidates

State Board
of Education

Toyce Newton
Crossett
Chair

Mireya Reith
Fayetteville
Vice Chair

Dr. Jay Barth
Little Rock

Joe Black
Newport

Susan Chambers
Bella Vista

Charisse Dean
Little Rock

Vicki Saviers
Little Rock

R. Brett Williamson
El Dorado

Diane Zook
Melbourne

The following state funded candidate(s) for National Board for Professional Teaching Standards (NBPTS) has taken up to three (3) days (total allowed during full candidacy) release time to work on candidacy. This district requests substitute teacher pay reimbursement from the Arkansas Department of Education for:

STATE FUNDED TEACHER	SSN	DATES	COST PER DAY*	TOTAL COST
Example: Vanessa Holt	xxx-xx-xxxx	x/xx/xx, x/xx/xx, x/xx/xx	\$70.00	\$210.00
				\$
				\$
				\$
				\$
				\$
				\$
TOTAL AMOUNT REQUESTED				\$

Superintendent or Responsible Officer Signature

Date

School District: _____

District Address: _____

District Contact Person: _____

(please print)

District Contact Phone: _____

Mail (faxes not accepted) this completed form to arrive no later than Friday, May 20, 2016:

NBPTS Program Advisor
Office of Educator Effectiveness
Four Capitol Mall, Room 103B
Little Rock, AR 72201

Phone: 501-682-4311

Four Capitol Mall
Little Rock, AR
72201-1019
(501) 682-4475
ArkansasEd.gov

District reimbursements will be issued June 2016. Reimbursements are for initial NBPTS candidates who were awarded \$1,900.00 of state funding for 2015-2016. Please send one request form per district with all reimbursements listed by individual candidate and then totaled for all candidates in your district.

*The base rate is not to include taxes, benefits, or third-party fees.